



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Wisconsin Women's Correctional System

Date: June 22, 2020

To: Staff and Persons in Our Care

From: Deputy Warden Kalen Ruck

RE: Video Visitation

Beginning June 29, 2020 all persons in the care of TCI will be eligible for a video visit. As the project is just starting, and to make it fair for everyone, each PIOC will be limited to one 20 minute visit every 2 weeks. We will evaluate this process as we move forward to determine if time and space will allow for more video visit opportunities. We appreciate your patience and cooperation with this new process.

Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Prior to the video visiting starting the visitor/s will be required to show an approved form of identification. Children or minors will be allowed to visit as long as they are on your approved visiting list.
2. Everyone will be eligible for this free service.
3. Eligibility will be determined based on the current status of the PIOC to include disciplinary status restrictions in accordance with WIDOC 303.
4. PIOC are responsible for contacting individuals that you wish to visit with and provide them the information on how to schedule a visit. The information will be posted to the public WI DOC as well.
5. Requests to schedule a visit will be processed during business hours, Monday-Friday and will be processed on a first come first serve basis, as space is limited. TCI will do it's best to accommodate visitors date and time requests. Visitors must include the following information in their request: The DOBs, last and first names of all visitors (on approved visitation list) that will be participating in the video visit as well as PIOC name and DOC number. All visitors must be in the same location as only one zoom invite link will be sent per visit.
6. Approved visitors may request to schedule a new visit only after the completion of a scheduled visit.

Visits can be requested by an approved visitors by emailing the address below:

DOCWWCSTCIZoomVisits@wisconsin.gov

7. Visits will be scheduled every 30 minutes (3:00, 3:30, 4:00, etc.) but will only be a maximum of 20 minutes in length. This is to allow proper cleaning between visits and to ensure connectivity.

8. Visiting schedule is as follows

Monday- Friday 2:30 PM - 8:00 PM

Saturday, Sunday, Holidays 8:00 AM - 3:00 PM

9. Once a visit has been scheduled, PIOC will receive a visit pass indicating the date / time / and visiting table number. It is the responsibility of the PIOC to ensure they arrive on time for the scheduled visit. Visitors will then receive an email confirmation indicating date / time and a link how to connect to the visit. **We ask that visitors do not send zoom invites from their personal accounts to the TCIZOOM visit email address.** Visits are conducted using ZOOM. It is suggested that visitors download the ZOOM app prior to the visit to ensure accessibility. The ZOOM app can be downloaded on their computer, laptop, cell phone, or tablet.
10. PIOC are to report to the Gower Visiting Room with your pass at the designated time.
11. Visits will not be rescheduled due to tardiness by the visitor or PIOC due to scheduling limitations.
12. PIOC are to report to the visiting room, with your pass, at your designated time. You are permitted to leave your assigned housing unit 7 minutes early per TCI handbook. PIOC will be placed on institution movement for scheduled visits as well.
13. PIOC are required to wear full state issued uniform with state issued ID on the most outer top visible for staff to view at all times. Green top must be tucked into green bottoms. Removal of outer layers will not be allowed in the visiting room area.

Prohibited Conduct

1. DAI Policy # 309.06.01 — Visiting, is to be adhered to at all times.
2. PIOC are responsible to inform their visitors of all the rules governing their visit. Any violations will result in the termination of the visit and is subject to suspension of visits by the Security Director.
3. Conversation during visits will be held to a normal tone of voice to not disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
4. Only those scheduled to attend the visit are permitted to be on the video screen.
5. Visitor attire cannot have any of the following:
 - Exposed undergarments
 - Clothing with revealing holes, tears, or slits
 - Clothing or accessories with obscene or profane writing, images or pictures
 - Gang-related clothing, headwear, shoes, logos, or insignias
 - Transparent/translucent (see-through) clothing
6. Video visiting will be terminated immediately if any forms or any suspension of Illegal activities or inappropriate behavior deemed unacceptable in accordance to 309.06.01. This includes but is not limited to the following:
 - Sexual acts or nudity
 - Drug and alcohol use during the visit
 - Showing of objects identified as a threat (firearms, weapons, knives, etc.)
 - Inappropriate language
 - Inappropriate location of visitor (bar, night club, etc.)
 - Operating a vehicle during the scheduled visit